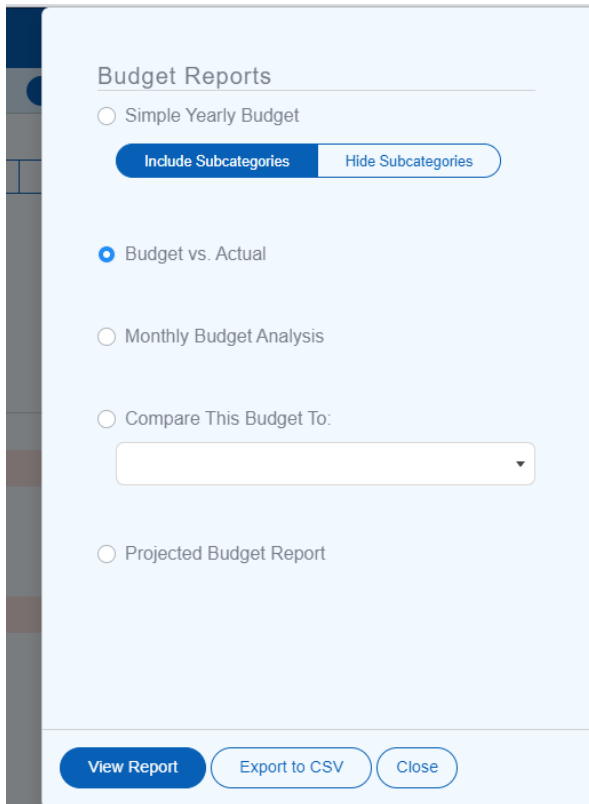# ChurchTrac Budget Report Production Instructions

From ChurchTrac, go to accounting / budgets, select the desired budget and ending date, then from budget reports, choose budget vs actual and press "Export as csv". It will save a file named export.csv (or possibly export(n).csv if one is already present)
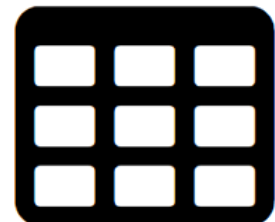

Navigate to https://www.spiritofpeacecommunity.org/tools/

Select Budget Report Tool. It will open in a browser and look something like this. Note that the browser tries to remember the Page Heading and most of the checkboxes that were used in the most recent "(re)Display".

Click "Choose File" for "**This Month**", and a file open dialog will appear. Navigate to Downloads if not already there
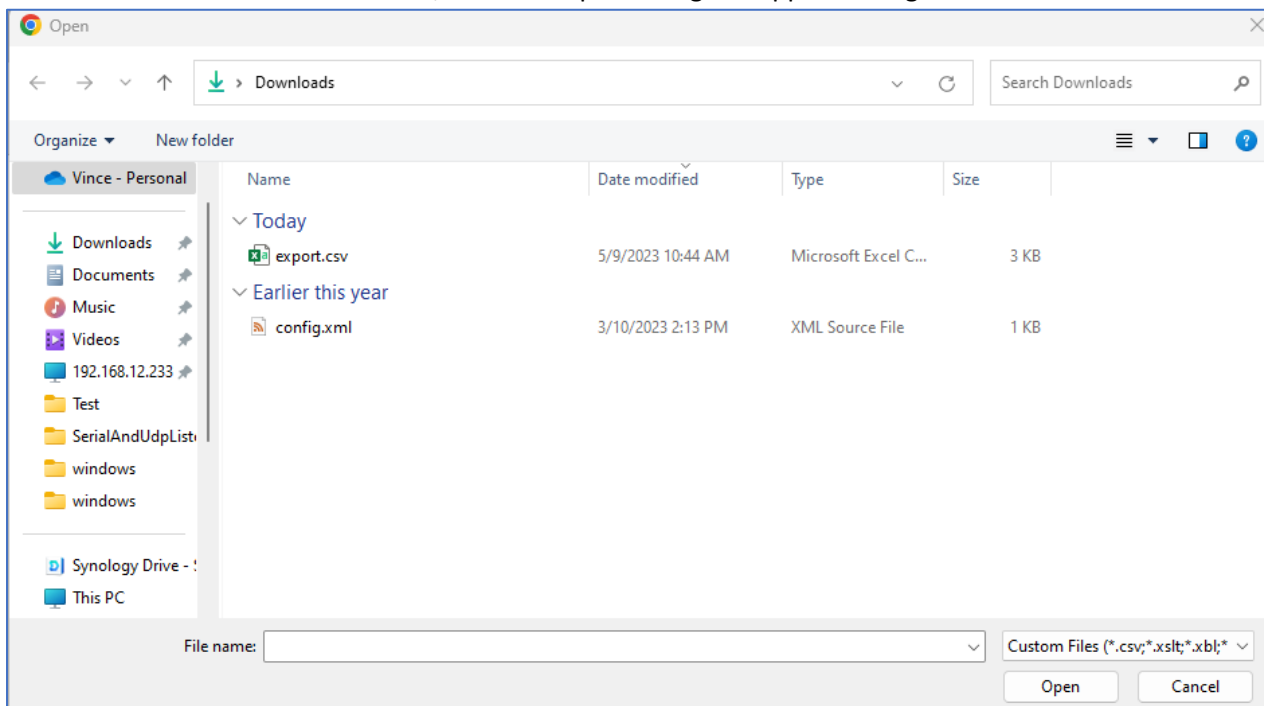
You can rename it from here by right clicking and selecting rename from the context menu.
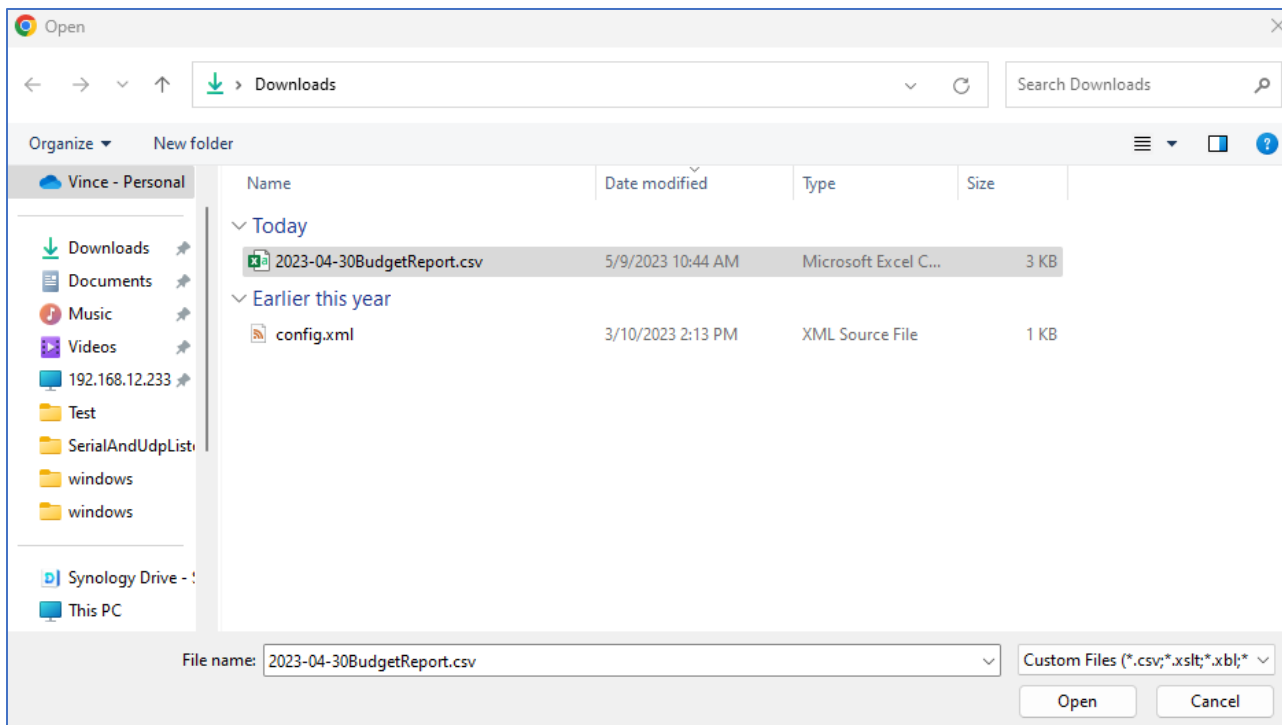
Rename the file. Our naming convention is yyyy-mm-ddContentName. Note that the report title is derived from the filename, and is intended to allow correlating it to the origin csv file (which should be saved along with other reporting artifacts) Select the renamed file and press "Open"

The report tool display will refresh showing the columns contained in the csv file.

If you want values for the current month, you can do so by clicking "Choose File" for "**Prior Month**",

ChurchTrac Budget Report Tool - 2023-03-31 Budget Report

This Month [Choose File] 2023-03-31BudgetReport.csv   Prior Month [Choose File] 2023-04-30BudgetReport.csv

Budget Row [Order] [Choose File] No file chosen   Page Heading [   ]

Highlight ☑ Print Date ☑ [Hide Configuration and Print]

Columns
[Select All]

☑ Category   ☑ * Current Budget   ☑ * Current Actual   ☐ * Current Difference   ☑ YTD Budget   ☑ YTD Actual   ☐ YTD Difference

☑ Annual Budget   ☐ Difference

Format   ☑ Indent inside Income/Expense rows   ☑ Indent ":" separated names   ☑ Append Subtotals   ☑ Blank zero values   ☐ Sort columns

[(re)Display]   ChurchTrac Budget Report Tool, Revision 1.1, 6/2023

The current month Budget / Actual / Difference columns are now available for the report

Creating Report

- Check the boxes for the columns that you want in the report, and the format features you want to use.
- **Enter a page heading, such as the church name and address.**
- Check the Highlight box to have under-budget income and over-budget expenses highlighted
- Check the Print Date box if you want the printed date in the report
- Choose a Budget Row Order file if you want to control the displayed row order (See section "**Budget Order Row**" for more details)
- Press (re)Display to see the report. You may experiment by checking / unchecking various selections and redisplaying using the modified configuration.

Saving PDF version of report

- Press "Hide Configuration and Print" and you will get a print dialog allowing you to print only the report part of what you see.
- **NOTE** the background coloring will only appear in the PDF file if "More Settings->Background Graphics" is check marked.
- Choose the destination "Save as PDF" and press "Save".
- Browse to destination location and specify filename to save.

Other thoughts

- The tool does not rely upon rigid column definitions, so you could, for example open the CSV fie in a CSV editor (such as Excel) and add a comment column containing anomaly explanations for certain rows, and it will be available to display as part of the report.

Budget Row Order

A budget row order file may be used to stipulate the row order of the report. The file is a plain text file containing one category name per line. When the report is created, it will order the rows in the same order as they are in this file.

WARNING: The file must have exactly the same categories as in the report. If they are different, report generation will be abandoned.

WARNING: "empty" category names are significant. The budget report will normally have at least one empty category name. If there is not a corresponding empty line in the file, it will be identified as incompatible.

Load a Row Order file by pressing "Choose File" in the Budget Row Order section.

The easiest way to create a Row Order file is to press "Order" in the Budget Row Order section. A window will pop up with the current row order. Select the contents and copy / paste them into a new text file, then open that file in a text editor such as Notepad and rearrange the line sequence.